



MRP Lead Time Review Checklist

Lead Time Data Accuracy

Verify the accuracy of all lead time data entered into the MRP system. Includes supplier lead times, internal processing times, and transportation times.

Supplier Lead Time (Days)

Internal Processing Time (Hours)

Transportation Lead Time (Days)

Last Lead Time Update Date

Notes on Lead Time Variability

Unit of Measure (Lead Time)

- ☐ Days
- ☐ Hours
- ☐ Weeks

Lead Time Calculation Methods

Review the methods used to calculate lead times. Ensure they are consistent and appropriate for different materials and processes.

Describe the primary method used for lead time calculation (e.g., average, weighted average, historical data analysis).

Write something...

What weighting factor is applied to historical data (if applicable)?

Enter a number...

Which data sources are used to determine lead times?

- ☐ Supplier Quotes
- ☐ Historical Purchase Orders
- ☐ Internal Process Data
- ☐ Engineering Specifications

Date of last review and adjustment of the lead time calculation method.

Enter date...

Explain any variations in calculation methods used for different material categories or suppliers.

Write something...

Supplier Communication & Updates

Assess the process for receiving and incorporating lead time updates from suppliers. Verify communication channels and frequency.

Frequency of Supplier Lead Time Updates (Weeks)

Enter a number...

Communication Method for Lead Time Updates

- ☐ Email
- ☐ Portal
- ☐ Phone Call
- ☐ EDI

Date of Last Supplier Lead Time Confirmation

Enter date...

Notes from Last Supplier Communication (e.g., known delays, significant changes)

Write something...

Supplier Contact Person Verified?

- ☐ Yes
- ☐ No

Attach Supplier Lead Time Confirmation Document (if applicable)

 Upload File

Internal Processing Time Validation

Validate the accuracy of internal processing times for each operation. Consider factors like machine setup, inspection, and quality control.

Setup Time (Minutes)

Enter a number...

Processing Time per Unit (Minutes)

Enter a number...

Inspection Time (Minutes)

Enter a number...

Wait Time between Operations (Minutes)

Enter a number...

Equipment Used

- ☐ Machine A
- ☐ Machine B
- ☐ Manual Process

Notes/Observations Regarding Time

Write something...

Date of Last Time Study

Enter date...

Transportation Lead Time Review

Evaluate transportation lead times, including potential delays and variability. Factor in customs clearance and port congestion (if applicable).

Average Transit Time (Days)

Enter a number...

Transit Time Variability (Days)

Enter a number...

Primary Carrier

- ☐ Carrier A
- ☐ Carrier B
- ☐ Carrier C
- ☐ Other

Last Transit Time Review Date

Enter date...

Notes on Recent Transit Disruptions (e.g., weather, port congestion)

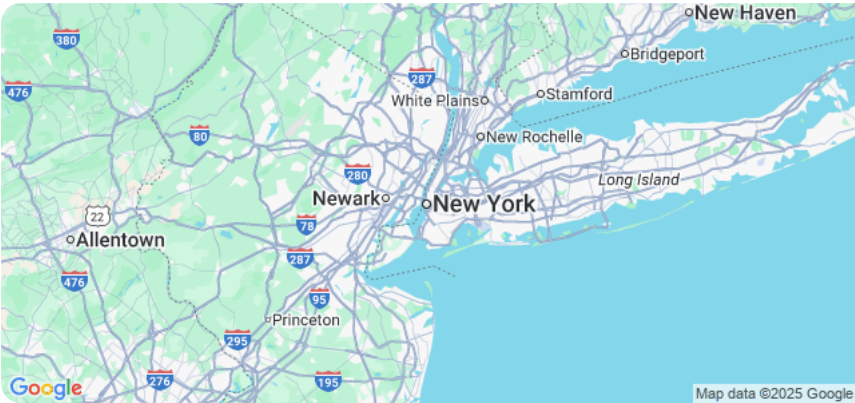
Write something...

Potential Risks/Delays

- ☐ Weather
- ☐ Port Congestion
- ☐ Customs Delays
- ☐ Labor Disputes
- ☐ Security Concerns

Origin Location (e.g., Supplier Address)

 Set My Current Location



Safety Stock Considerations

Assess how lead time variability impacts safety stock levels and ensure adequate coverage.

Current Safety Stock Level

Enter a number...

Lead Time Variability (Days)

Enter a number...

Service Level Target (%)

Enter a number...

Rationale for Current Safety Stock Levels

Write something...

Impact of Stockout (High/Medium/Low)

☐ High

☐ Medium

☐ Low

Cost of Holding One Unit (USD)

Enter a number...

Cost of One Stockout (USD)

Enter a number...

System Integration Checks

Verify that lead time data is correctly synchronized between the MRP system and other relevant systems (e.g., procurement, warehouse management).

Synchronization Frequency (hours)

Enter a number...

Integration Point 1 Status

- ☐ Working
- ☐ Error
- ☐ Partial

Error Logs (if applicable)

Write something...

Data Consistency Check Result

- ☐ Consistent
- ☐ Inconsistent
- ☐ N/A

Last Integration Sync Date

Enter date...

Systems Integrated

- ☐ ERP System
- ☐ Procurement System
- ☐ Warehouse Management System
- ☐ Supplier Portal

Documentation & Approval

Ensure all lead time data and changes are properly documented and approved by relevant personnel.

Description of Lead Time Changes

Write something...

Date of Lead Time Change Request

Enter date...

Requesting Department

- ☐ Production
- ☐ Procurement
- ☐ Engineering
- ☐ Sales

Requester Signature

Approver Signature

Revision Number

Enter a number...

Periodic Review & Updates

Establish a schedule for periodic review and updates of lead time data to account for changing conditions.

Last Review Date

Enter date...

Review Frequency (in months)

Enter a number...

Summary of Review Findings

Write something...

Areas Updated/Adjusted

- ☐ Supplier Lead Times
- ☐ Internal Processing Times
- ☐ Transportation Lead Times
- ☐ Safety Stock Levels
- ☐ BOMs

Reviewer Signature